



# ARMY FEE ASSISTANCE

## Application Checklist for Army Active Duty Sponsors

\_\_\_\_\_ Printed name of qualifying Army Sponsor

Assigned Army Post/Garrison: \_\_\_\_\_

If duty station is not on the Garrison, please provide place of duty: \_\_\_\_\_

### Sponsor/Family Documents:

\_\_\_\_\_ **AFA Certification of Availability/Non-Availability – Army 2010-02:**

\_\_\_\_\_ I am a Recruiter, geographically dispersed or a Sponsor on a Joint Base that is **not** managed by the Army – **Form is NOT REQUIRED**

\_\_\_\_\_ My child/children are Infant to Pre-School/Pre-K – **Form is MANDATORY**

\_\_\_\_\_ My child/children are School Age/Kindergarten and above – **Form is NOT REQUIRED**

\_\_\_\_\_ **Fee Assistance Family Application – Army 2014-01**

\_\_\_\_\_ Copy of your most recent Leave & Earnings Statement (LES)

\_\_\_\_\_ Copy of your most recent Federal Tax Return Form 1040

\_\_\_\_\_ Copy of your current Active Duty Orders

\_\_\_\_\_ Copy of the spouse/partner to include unmarried legal parents/partners, most recent pay statement(s) or school schedule that reflect the following:

#### Full Time AFA:

- The past 4 consecutive weeks of employment that reflect an average of 25 hours or more per week
- Enrolled in 12 credit hours or more of undergraduate school
- Enrolled in 9 credit hours or more of graduate school

#### Part Time AFA:

- The past 4 consecutive weeks of employment that reflect a minimum of 16 and less than 25 hours per week
- Enrolled in 6 - 11 credit hours or more of undergraduate school
- Enrolled in 3 – 8 credit hours or more of graduate school

\_\_\_\_\_ **Certification for Seeking Employment or Enrolling in School – Army Form 2010-04 (if applicable)**

\_\_\_\_\_ Copy of your spouse/partner, to include unmarried legal parents/partners most recent Federal Tax Return Form 1040, if applicable.

### Choosing a Child Care Provider

Provider Name: \_\_\_\_\_

Provider Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name/Phone Number of Provider: \_\_\_\_\_

\_\_\_\_\_ If the provider you have chosen is currently a qualifying Child Care Provider approved to participate in the Army Fee Assistance Program through the General Services Administration (GSA); your provider will submit the Family Enrollment Form CC 2014-06 directly to the GSA to complete your application.

\_\_\_\_\_ If you have a provider that is not currently participating in the Army Fee Assistance Program, please have the provider visit the GSA website [http://financeweb.gsa.gov/childcare\\_portal/for\\_providers](http://financeweb.gsa.gov/childcare_portal/for_providers) to begin the enrollment process, or they may contact the GSA via email at [childcareprovider@gsa.gov](mailto:childcareprovider@gsa.gov) or at (866) 508-0371 for an application packet.

\_\_\_\_\_ If you do not have a provider, please check here and the GSA Subsidy Administration Section will assist you in locating child care in your area.

The forms and documents listed above are required for a standard application. Please note that your situation and application may require additional documents and/or information.

Fax: (816) 823-5410

Scan and email to: [army.childcare@gsa.gov](mailto:army.childcare@gsa.gov)

**GSA Subsidy Administration Section**  
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